

**UTAH EARLY CHILDHOOD COMPREHENSIVE SYSTEMS STATE TEAM
AND STATE ADVISORY COUNCIL ON EARLY CARE & EDUCATION**

BYLAWS

ARTICLE I

NAME

The name of the combined Utah Early Childhood Comprehensive System State Team (ECCS) and Utah State Advisory Council on Early Care and Education (SAC) shall be **Early Childhood Utah**.

ARTICLE II PURPOSE

and ROLE

In September 2011 Governor Herbert designated the existing Early Childhood Comprehensive Systems State Team, located in the Utah Department of Health, Bureau of Child Development, to also function as the State Advisory Council on Early Care and Education. The purpose of this combined state team, hereafter referred to as Early Childhood Utah (ECU), is to promote broad statewide coordination and collaboration among the wide range of early childhood programs and services in the state, in order to ensure that Utah children enter school healthy and ready to learn.

A. ECU will meet the above purpose through the following activities:

- 1) Conducting periodic statewide needs assessments on the quality and availability of high-quality early childhood, early care, and early education programs.
- 2) Identifying opportunities for, and barriers to, collaboration and coordination among federally-funded, state-funded, community-based and private early childhood programs and services, including collaboration and coordination among state agencies responsible for administering such programs.
- 3) Establishing recommendations for:
 - a. Developing a statewide, unified data collection system.
 - b. Creating or enhancing a statewide early childhood professional development system.
 - c. Improvements in state early learning standards and undertaking efforts to develop high-quality and comprehensive early learning standards, as appropriate.
 - d. Increasing the participation of children and families in high quality early childhood programs, including outreach to under-represented and special populations.
- 4) Assessing the capacity and effectiveness of institutions of higher education to support the career of early childhood educators, health care providers and mental health care providers, including the extent to which such

institutions have in place articulation agreements, professional development and career advancement plans, and practice or internships for students to spend time in high-quality early childhood programs.

- 5) Engaging in mutually agreed upon cross-sector work projects designed to accomplish these purposes.

ARTICLE III

MEMBERSHIP and TERMS

The following voting members are required as per the State Advisory Council (*) and the Health Resources and Services Administration Early Childhood Grant (**).

A. State Agency Required Membership. The State Agency required members shall be appointed by their respective agencies and include:

- 1) Representative of the Governor's Office**
- 2) Representative of the State Head Start Association* **
- 3) Utah Department of Health
 - a. Representative of Medicaid/CHIP*
 - b. Representative of Maternal, Infant, Early Childhood Home Visiting Program* **
 - c. Representative of the Title V Maternal and Child Health Bureau**
 - d. Director of the Bureau of Child Development*
 - e. Early Intervention Part C Coordinator* **
 - f. Representative of the State Oral Health Office**
- 4) Utah Department of Human Services
 - a. Representative of the Division of Child and Family Services**
 - b. Representative of the Division of Mental Health* **
- 5) Utah Department of Workforce Services
 - a. CCDF State Administrator(s)* **
 - b. Head Start Collaboration Director*
- 6) Utah State Board of Education
 - a. Representative of McKinney-Vento Education of Homeless Children and Youth*
 - b. Special Education Part B Director*
 - c. Representative of early childhood education* **

B. Additional Required Membership. The term of the additional required members shall be four years. Members may fill one or more additional four year terms where approved by a majority of the full voting membership participating at the meeting at which the membership is voted on. Additional required membership shall include:

- 1) Representative of a location education agency* **
- 2) Representative of local providers in early care and education* **
- 3) Representatives required through awarded federal grants necessitating involvement with ECU**

- 4) Representative of a family support agency* **
- 5) Representative of a medical home agency**
- 6) Representative of the Utah Chapter of the American Academy of Pediatrics*
- 7) Representative from pediatric mental health* **
- 8) Representative of the Utah System of Higher Education*
- 9) Representative of local providers in early intervention**
- 10) Representative of parents involved in early childhood program**
- 11) Representative of the Utah Association for the Education of Young Children*

C. Additional membership. The term of the additional members shall be four years. Members may fill one or more additional four year terms where approved by a majority of the full voting membership participating at the meeting at which the membership is voted on. Additional membership may include:

- 1) Representative of the Child and Adult Care Food Program
- 2) Representative of the Refugee Services Office
- 3) Representative of the Temporary Assistance for Needy Families Program
- 4) Representative of a child advocacy organization
- 5) Representative of local housing
- 6) Representative of the Utah Parent Teacher Association (PTA)
- 7) Representative of private business
- 8) Representative for trauma-informed care
- 9) Representative of tribal communities
- 10) Representatives from other interested populations/programs (e.g. : faith-based communities, public-at-large, health disparities, minority populations, Intergenerational Poverty, United Way, Utah Education Network, Family Center, Help Me Grow, local health departments)

D. Public Input and Ad-Hoc Committee Work. Representatives from organizations and agencies that are not currently voting members will be encouraged to attend meetings, give input and participate in standing and ad-hoc committees. All meetings shall remain open to interested members of the public.

E. Vacancies.

- 1) Upon the occurrence of any vacancy among members outlined in Article III, Section A, the agency shall be asked to name a new member to fill the agency vacancy.

- 2) Upon the occurrence of a vacancy in membership as defined in Article III, Section B, any member or interested party may recommend a new member to the Executive Committee as follows:
 - a. Upon approval of a nominee by the Executive Committee, new members shall be selected by a majority of the voting members participating at a regularly scheduled ECU meeting, at which the nominee(s) are presented.
 - b. Consideration in selecting new members will be given to balance demographic, geographic and diversity in ECU membership.
- 3) Upon the occurrence of a vacancy in membership as defined in Article III, Section C, or the addition of a new member from this category, or the addition of a new member from this category, any member or interested party may recommend a new member to the Executive Committee as follows:
 - a. Upon approval of a nominee by the Executive Committee, new members shall be selected by a majority of the voting members participating at a regularly scheduled ECU meeting, at which the nominee(s) are presented.
 - b. Consideration in selecting new members will be given to balance demographic, geographic and diversity in ECU membership.

F. Participation: Although all committee participation is voluntary, active participation by all members is essential to fully address the purposes of Early Childhood Utah. The following establishes the participation requirements for all voting members of ECU:

- 1) Any member missing two consecutive meetings with unexcused absences may be asked to terminate membership so that another representative may be invited to participate.
 - a. An unexcused absence is one in which a member who is unable to participate in a meeting does not notify the meeting facilitator prior to that meeting of his/her inability to attend.
 - b. Meeting minutes will reflect members who are excused.

ARTICLE IV
OFFICERS, COMMITTEES, & STAFF

1. Standing Committees.

A. Early Childhood Utah shall include standing committees. Annually, the Executive Committee will review the priority areas of the standing committees to ensure their work includes those tasks required by federal and state early childhood guidelines and regulations. Current committees are listed below.

- 1) Promoting Health and Access to Medical Homes. The focus of this committee shall be ensuring access to health and dental health care services and support for medical homes for all young children in the state.
- 2) Early Care and Education. The focus of this committee shall be ensuring access to quality programs and services that support the early learning and development of all young children in the state. This includes both in-home and out-of-home services.
- 3) Social/Emotional and Mental Health. The focus of this committee shall be ensuring access to services to promote healthy social-emotional development in all young children in the state, and services to address the needs of children who have or are at risk for developing mental health concerns or challenging behaviors.
- 4) Parent Engagement, Support and Education. The focus of this committee shall be ensuring access to family-centered, culturally appropriate parenting education and family support services for all parents of young children in the state, to promote the ability of parents and families to nurture and support the healthy development of their children.
- 5) Policy Committee. The focus of this committee shall be to:
 - a. Utilize the Early Childhood Coordination report to develop policy recommendations that are evidence-based in response to data gaps revealed in the report.
 - b. Review legislative proposals designed to address the needs of children, ages 0-8 years old to determine whether they are data-driven and evidence-based, leading to improved outcomes for children.
 - c. Evaluate the annual budget presented by the Governor and the Legislature to determine whether it effectively meets the needs of Utah's young children and their families.
 - d. Ensure that all policy and budgetary recommendations are supported by all relevant state agencies, and the Governor's Office, impacted by policy and budgetary proposals prior to making a formal recommendation to the full ECU board.

- 6) Data and Research. The focus of this committee shall be to:
 - a. Develop an annual needs assessment evaluating the needs of Utah's, 0-5 year old population and their families.
 - b. Assist in obtaining relevant data and research to support members of ECU.
 - c. Evaluate research in the early childhood development field to support the Policy Subcommittee in the development of evidence-based strategies to address the needs of Utah's early childhood population.
 - d. Evaluate and identify data gaps throughout Utah--regionally, racially and economically--in Utah's early childhood system.
- B. Each voting member of Early Childhood Utah shall serve on at least one standing committee, based on the committee member's area of expertise.
- C. Each standing committee shall have one chair or two co-chairs. The chair shall be elected by a simple majority vote of the voting members of the standing committee participating at the meeting during which voting occurs, and shall serve for a term of two years. A standing committee chair may fill additional consecutive terms as chair, if approved by a majority of the voting membership of that committee.
- D. Each standing committee may appoint additional non-voting members to their committee, as needed based on area of expertise and/or specific projects.
2. **Executive Committee.** The executive committee shall consist of the Early Childhood Utah chair or co-chairs and the chairs or co-chairs of the standing committees.
3. **Early Childhood Utah Chair.** One or more voting members of Early Childhood Utah shall serve as the chair or co-chairs of Early Childhood Utah. The chair(s) shall be elected by a simple majority of the voting members of Early Childhood Utah participating at the meeting during which voting occurs, and shall serve for a term of two years. The chair(s) may fill one additional consecutive two year term, if approved by a simple majority of the voting members of Early Childhood Utah participating at the meeting during which voting occurs. Once an individual has served as chair for two consecutive terms, at least one term must pass before that individual may be re-elected to the position of chair or co-chair. The chair(s) shall conduct the full meetings of Early Childhood Utah.
4. **Ad Hoc Committees.** Time limited ad hoc committees may be formed to work on specific projects requiring expertise or representation beyond the voting membership of Early Childhood Utah.
5. **Staff.** The Early Childhood Utah Program Manager in the Utah Department of Health, Bureau of Child Development, shall serve as staff to Early Childhood Utah.

ARTICLE V

MEETING PROCEDURES

- 1. Full Membership Meeting Frequency.** Early Childhood Utah shall meet at least four times each year, or more frequently as determined by the Executive Committee. Notice of the year's meeting schedule shall be provided to all voting members at the first meeting of each calendar year.
- 2. Standing Committee Meeting Frequency.** Standing committees shall meet at least three times each year. Each standing committee chair will call and coordinate committee meetings as needed to facilitate individual committee work.
- 3. Electronic Attendance.** With advanced notice, attendance may be by means of electronic equipment.
- 4. Public Meetings.** All meetings of Early Childhood Utah shall be conducted in accordance with the Utah Open and Public Meetings Act (Utah Code, Title 52, Chapter 4).
- 5. Voting.** A simple majority of the voting members of Early Childhood Utah participating at a meeting will conduct the transaction of business. Decisions, changes, or actions to the strategic plan, scope of work, or bylaws of Early Childhood Utah require a simple majority vote of the members participating at the meeting during which the voting occurs. Email and telephone votes may be taken between meetings in accordance with the electronic meetings act.
- 6. Proxy.** In the event that an Early Childhood Utah member cannot attend a meeting, that individual may designate a proxy to attend the meeting. The proxy will be granted all rights and privileges inherent to the position, including voting privileges, for that meeting.
- 7. Record Keeping.** Staff to Early Childhood Utah shall produce minutes of each full meeting. Reports, records, and meeting minutes shall be open to the public and shall be available within two weeks after each meeting.

ARTICLE VI

CONFLICT OF INTEREST

- A. The following outlines the requirements regarding Early Childhood Utah's Conflict of Interest Policy:
- 1) Each voting member of Early Childhood Utah shall be responsible for declaring a conflict of interest when one exists. A conflict of interest may include any matter that may provide direct personal financial benefit for that member.
 - 2) When a conflict of interest exists, the conflicted member will refrain from the voting process.
 - 3) Where a conflict of interest is known to exist but is not declared by an individual, one or more members of Early Childhood Utah may ask the individual to refrain from voting on the issue in question.
 - 4) In the event of a disagreement over whether a conflict of interest exists, the matter shall be decided by a simple majority vote of the members participating at the meeting.

ARTICLE VII

AMENDMENTS TO THE BYLAWS

- A. The following established the process for amendments to these bylaws:
- 1) Proposed amendments shall be distributed to all voting members of Early Childhood Utah in writing at least one week prior to the next regularly scheduled meeting.
 - 2) These bylaws may be amended or repealed by a simple majority of the voting members participating at any regularly scheduled meeting.

These bylaws were approved and adopted at a regularly scheduled meeting of Early Childhood Utah on 16 July 2012. Amended April 18, 2016. Amended April 27, 2017.